

# BATON ROUGE POLICE DEPARTMENT

General Order  
No.124

Effective Date  
12-01-1998

Revised Date  
08-17-2015

---

Subject: Departmental Computers and Software

Reviewed 9/1/16

---

## **POLICY**

It is the policy of the Baton Rouge Police Department that only properly licensed software shall be installed and operated on any department-owned computer located in any premises owned, leased, rented, or donated to the Department. This further applies to department-owned portable computer equipment (i.e. laptops, notebooks, etc.) used outside of any premises owned, leased rented or donated to the Department.

For the purposes of this policy, only the Project Coordinator of the Mobile Data Communication System or authorized designee shall be considered staff personnel for the Office of Computer Operations.

## **PROCEDURES**

### **I. Purchase and Acquisition**

The Office of Computer Operations shall be responsible for:

1. Interim approval of requests for the purchase of computer equipment and software.
2. Interim approval of donated computer equipment and software.
3. Maintaining a file of all original software licenses.

### **II. Installation and Operation**

No person shall install, copy, operate, or permit to be installed, copied or operated, any software not properly licensed, on any computer located in any premises owned, leased, rented or donated to the Department, or any departmentally owned portable computer (i.e. laptops, notebooks, etc.). Proper software license is defined as being an original license issued to the Department or, in the case of donated software, an original license issued to the donor accompanied by a notarized act of donation.

### **III. Inspection**

- A. All computer equipment, including software, as well as any information stored on Department computers, is property of the Baton Rouge Police Department. This further applies to all documents and data maintained on Department diskettes, Zip disks, CD-ROM's, tapes, and other storage mediums as may be available.
  1. Personal or private data should not be stored on Police Department computers.
  2. Employees are strictly forbidden to use Police Department computers to perform computing functions for the employee's outside business or other employment.

## BATON ROUGE POLICE DEPARTMENT

General Order  
No.124

Effective Date  
12-01-1998

Revised Date  
08-17-2015

---

Subject: Departmental Computers and Software

Reviewed 9/1/16

---

- B. Personnel assigned to the Office of Computer Operations and the Project Coordinator of the Mobile Data Communication System shall have the authority to make periodic, unannounced inspections of all computers and software located in any premises owned, leased, rented, or donated to the Department. Inspections shall be for the purpose of verifying the proper licensing of software and proper hardware configuration.
- C. Any information not accessible to the Office of Computer Operations personnel (i.e. password protected) may be deleted at any time without notice. This further applies to documents and data maintained on diskettes, zip disks, CD-ROM's, tapes, and other storage mediums as may be available.
- D. Any irregularities noted shall result in the immediate removal of any improperly licensed software or hardware, including all data contained therein. A written report of the violation shall be made and sent via the chain of command to the Chief of Police.
- E. Possession and/or use of improperly licensed software shall be grounds for disciplinary action.
- F. At least annually, Computer Operations personnel will audit the central records computer system for verification of all passwords, password violations, access codes, or access violations. Any unusual or suspicious activity will be investigated and appropriate action taken.

#### IV. Modifications

- A. No modifications, including the importing of external data, may be made to any departmental computer equipment without written approval from the Office of Computer Operations.
- B. Modifications include, but are not limited to:
  - 1. Adding or subtracting memory.
  - 2. Exchanging any hard drives, tape drives, floppy drives, monitors, modems, motherboards, or power supplies.
  - 3. Adding, subtracting, or exchanging any physical device, internal or external, which would change the original or approved specifications of the computer equipment.
  - 4. Altering settings in the control panel which are critical to the functionality of the computer and/or its software.
  - 5. Adding, altering or deleting any authorized software.
  - 6. Importing or extracting data from outside sources.

## BATON ROUGE POLICE DEPARTMENT

General Order  
No.124

Effective Date  
12-01-1998

Revised Date  
08-17-2015

---

Subject: Departmental Computers and Software

Reviewed 9/1/16

---

- C. No computer equipment shall be moved and/or transferred to another location without prior written approval by the Office of Computer Operations. However, the normal transference of a laptop from a unit for vehicular maintenance or like circumstance is permitted to be performed by the assigned officer.

### V. E-mail System

The E-mail system is to be used for departmental purposes and should not be used to send personal messages.

- A. Individuals should not use discriminatory or otherwise offensive comments, vulgarities, obscenities, jokes, or sarcasm in E-mail messages. The use of such language is grounds for disciplinary action, up to and including dismissal.
- B. E-mail messages should be sent only to those individuals who have a Department or City-Parish need to receive them.
- C. All employees waive any right to privacy in e-mail messages and consent to the access and disclosure of E-mail messages.
- D. The Police Department reserves the right to access and disclose the contents of e-mail messages for any lawful purpose.

### VI. Video Games

- A. No video games may be accessed in any fashion on any departmental lap top computer or desk computer either on or off duty. It shall be the duty of a supervisor to ensure adherence to this policy.
- B. Network system administrators/division heads will be responsible for the removal of video games from new and existing computers in their divisions when necessary.

### VII. Internet Access

- A. Internet access shall be granted to individuals or divisions by consent of the Office of Computer Operations. All requests for Internet access shall be submitted in writing by a division head to the Office of Computer Operations.
- B. The access to or downloading of pornographic or adult oriented sites is prohibited except in the course of official business (i.e. gathering of evidence in criminal investigations).
- C. Authorized users of the Internet should use extreme caution when downloading a program or executable file. Viral infections can be contained in such files and may not be detected by filtering programs.

## BATON ROUGE POLICE DEPARTMENT

General Order  
No.124

Effective Date  
12-01-1998

Revised Date  
08-17-2015

---

Subject: Departmental Computers and Software

Reviewed 9/1/16

---

### **VIII. Care and Maintenance of Computer Equipment**

- A. Reasonable cleanliness standards should be observed on or near all computer equipment, both desk and laptop models (i.e. food and drink placement near unit, dirt contamination or other foreign matter should be avoided).
- B. Maintenance to any computer equipment shall be performed by the Office of Computer Operations staff or authorized vendor.
- C. Computer Operations personnel will be notified immediately of any computer requiring maintenance.
- D. All access codes, personal passwords, etc. will be changed by employees annually, on the first day of January. Once a password has been used it may be not be used again.